

U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3FAH-2)				
1. Post <div style="text-align: center;"><u>Chisinau</u></div>	2. Agency Department of State	3a. Position Number <div style="text-align: center;">A52711</div>		
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
4. Reason For Submission <input type="checkbox"/> a. Redescription of duties: This position replaces <div style="text-align: center;">(Position Number) _____ (Title) _____ (Series) _____ (Grade)</div> <input type="checkbox"/> b. New Position <input checked="" type="checkbox"/> c. Other (explain) <u>Revision of existing position and addition of a new position</u>				
5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Automotive Mechanic	FSN-5		
b. Other				
c. Proposed by Initiating Office				
6. Post Title of Position (<i>if different from official title</i>) Auto Mechanic		7. Name of Employee		
8. Office/Section GSO/Motor Pool		a. First Subdivision		
b. Second Subdivision		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my position. <div style="border-top: 1px solid black; margin-top: 10px;">Printed Name of Employee</div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Employee</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		10. This is a complete and accurate description of the duties and responsibilities of this position. <div style="border-top: 1px solid black; margin-top: 10px;">Printed Name of Supervisor</div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Supervisor</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. <div style="border-top: 1px solid black; margin-top: 10px;">Printed Name of Chief or Agency Head</div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Chief or Agency Head</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. <div style="border-top: 1px solid black; margin-top: 10px;">Printed Name of Admin or Human Resources Officer</div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Admin or Human Resources Officer</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		
13. Basic Function of Position Performs journeyman mechanic level major and minor overhaul and repair work on motor vehicles. Inspects and determines the technical condition of all Embassy vehicles, and maintains fleet in good condition. Determines the spare parts and expense materials necessary for repair. Maintains Embassy auto shop in clean and operable condition.				
14. Major Duties and Responsibilities				

Vehicle and Fleet Maintenance-Mechanical:

Performs preventive maintenance, major and minor overhauls and repair work to engines, transmissions, brake systems, wheel assemblies, safety system, electrical systems and other vehicle components. Adjusts, repair or replaces malfunctioning or defective parts as appropriate. Maintains and services vehicle batteries. Maintains and services vehicle wheels and tires. Uses all typical tools and equipment of the trade, including diagnostic, testing and scan / analysis equipment. May machine parts, using engine lathe and other metalworking power tools in performance of position duties. **60%**

Vehicle and Fleet Maintenance-Technical Assessment and Inspection:

Determines the technical condition of all Embassy vehicles; maintains fleet of approximately 40 vehicles in good to excellent condition. Develops day by day work plan of vehicle maintenance and repair according to established schedule. Exercising control and inspection when vehicles must be taken off compound. Performs technical inspections, diagnostic tests, and test drives to determine the nature and extent of repairs needed. Defines and corrects malfunctions. Determines the spare parts and expense materials necessary for repair. Performs routine vehicle inspection, servicing, and starts of motor pool vehicles. Perform roadside emergencies services such as towing, start and etc. for Embassy vehicles. Maintains and services embassy diesel/gas powered forklift. **25%**

Administrative--Facility and Equipment Maintenance:

Maintains Embassy auto shop in clean and operable condition. Maintains and calibrates Embassy automotive repair equipment, vehicle lift and tool in clean and operable condition.

Use as appropriate vehicles service / repair manuals, bulletins and recalls.

Prepares and maintains records on various aspects of maintenance and repair. **10%**

Other duties as assigned, including driving. **5%**

**Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

15. Qualifications Required For Effective Performancea. Education:

Completion of secondary school and completion of vocational training or apprenticeship recognized as producing journeyman level automotive mechanic skills are required.

b. Prior Work Experience:

Minimum of two years of automotive mechanic experience are required.

c. Post Entry Training:

Formal training on work shop practices and safe/defensive driving, conducted at post. Training on use of diagnostic software. Training on maintenance of armored vehicles.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):

Level II (limited knowledge) English is required (with emphasis on auto vocabulary). Level III (good working knowledge) Russian and Romanian are required.

e. Job Knowledge:

Must have good knowledge of all aspects of automotive mechanic trade, including knowledge of various tools and equipment, and familiarity with American vehicles.

f. Skills and Abilities:

Must have a valid category B and C driver's license. Must be able to perform at full journeyman mechanic level and operate job-specific tools and power tools. Must have basic computer skills, and ability to operate Microsoft office programs. Must have good interpersonal skills to work with the public.

16. Position Elementsa. Supervision Received:

Incumbent reports directly to Motor Pool Supervisor, and through him to the General Services Officer (GSO), and receives daily work guidance from the Senior Automotive Mechanic.

b. Supervision Exercised:

None

c. Available Guidelines:

6 FAM, servicing manual, oral or written guidelines from supervisors.

d. Exercise of Judgment:

Exercises judgment in purchasing and stocking spare parts and lubricants, and in maintenance (preventive and otherwise) of vehicles.

e. Authority to Make Commitments:

None

f. Nature, Level and Purpose of Contacts:

Contacts with Embassy employees while performing official duties. Contacts also with dealers and suppliers of auto parts.

g. Time Expected to Reach Full Performance Level:

6 Months